

□ **(See [Fed. R. Civ. P. 5](#) and [LR 100-7](#))**

LR 5-1 Filing Requirements

(a) Generally

All documents filed with the Court by a Registered User must be in accordance with the Electronic Filing Procedures set forth in these local rules. (See [LR 100](#)).

(b) Paper Copy

Unless electronically filed, a paper required or permitted to be filed in the District Court must be filed with the Clerk in order to be docketed and included in the record of the case.

(c) Copies of Pleadings and Documents (See also □ [LR 100-5\(a\)](#))

When pleadings or other documents are filed in hard copy, a copy must be filed along with the original.

(d) □ System Availability

Electronic filing via the CM/ECF system is permitted at all times, except when the system is temporarily unavailable.

(e) Filing Deadline

The filing deadline for any document is 11:59 pm (Pacific Time) on the day the document is required to be filed.

(f) Scheduled Court Proceedings

If an electronic filing relates to a scheduled court proceeding that is to be held within three (3) business days of the filing, the filing party must concurrently telephone or e-mail the assigned judge's courtroom deputy to request that chambers be promptly notified of the e-filing.

(g) Separate Components

A document will be considered filed when all components of the document reside in the official

court record.

(h) Proposed Forms of Orders or Judgments (See [LR 79](#) and [LR 84](#))

Proposed forms of order or judgments should not be submitted unless requested by the Court.

(i) Request for Conformed Copies

A party may request the Clerk to conform a copy of any document presented for filing. However, the filing party must provide the Clerk with a copy of the document and a postage-paid, self-addressed return envelope. Without the extra copy and postage-paid envelope, the Clerk will not conform and return the document by mail.

(j) Return of Unfiled Documents or Correspondence

The Clerk will not accept for filing any courtesy or information copies of documents or correspondence exchanged between the parties unless they are contemporaneously filed as an exhibit or appendix to a pleading or other document.

(k) Letter Correspondence to the Court

Unless directed by the Court, letters to the Court will not be docketed and included in the case file. (See [Fed. R. App. P. 10\(a\)](#) for guidance about including undocketed correspondence in the official record on appeal).

Practice Tips

1. Do not file pleadings, documents, jury instructions, exhibits, etc. (whether
2. Filings Offered During Court Proceedings: Parties tendering documents for fi
3. Documents hand delivered or faxed to the Court should normally be hand de

LR 5-2 Documents Not Filed With the Court

(a) Documents Retained by Parties

Unless required by the Court in a particular proceeding, the following documents must be retained by the parties and not filed with the Court:

(1) Notices of depositions and transcripts (See [LR 27](#) and [LR 30](#));

- (2) Interrogatories and responses (See [LR 33](#));
- (3) Requests for production and responses (See [LR 34](#));
- (4) Requests for admissions and responses (See [LR 36](#));
- (5) Expert witness disclosures (See [LR 16](#) and [LR 26](#));
- (6) Unaccepted offers of judgment (See [LR 68](#)); and
- (7) Initial Disclosures. (See [LR 26](#))

(b) Service of Non-Filed Documents on Parties

Any document enumerated in [LR 5-2\(a\)](#) served pursuant to [Fed. R. Civ. P. 5](#) must also be provided concurrently to a party by e-mail. Interrogatories, requests for production, and request for admissions must be e-mailed in Word or Word Perfect format, not in PDF format, unless otherwise agreed to by the parties.

Commentary

The purpose of this rule is to allow counsel to prepare responses to discovery documents easily and

LR 5-3 Facsimile (FAX) Filings (See [Fed. R. Civ. P. 5\(d\)](#))

Facsimile filings are not allowed except in emergency situations, and then only when expressly approved in advance by the assigned judge and coordinated with the Clerk's Office.

LR 5-4 After Business Hours Filings (See [LR 77-2\(c\)](#))

Amendment History to LR 5

June 1, 2000

LR 5-1(c)(5) The word "Handling" was stricken.

June 1, 2002

Generally cross-references added.

LR 5-1(c) Section (c) deleted and moved to LR 5.2(a). Subsequent rules re-numbered

LR 5-2(b) New Rule

LR 5-3 Advisory Note amended by striking Note #4

June 1, 2006

Generally Cross References added and updated.

LR 5-1(a) New Rule.

Subsequent sections re-lettered

LR 5-1(b) New Rule.

Text from LR 5.3 was moved to LR 5.1(b)

LR 5-1(c) The word "conventionally filed" added

LR 5-1(d) New Rule.

Text from old LR 100.10 moved to this new rules

LR 5-1(g) Item #4 added to Practice Tip.

LR 5-2 Heading modified

LR 5-2(b) The phrase "...enumerated in LR 5.2(a)(2), (3), and (4).." added to second s

LR 5-3 Rule text moved to LR 5.1(b).

Subsequent sections renumbered

LR 5-5 New Rule.

Moved text of LR 10.3 to this rule.

Heading Policy was added.

The phrase ".. on or after June 1, 2002..." stricken

Sections (b)(c) and (d) added to conform with August 2, 2004 amendments to the E-Government Act of

December 1, 2009

LR 5-1(a) The word "must" substituted for "shall."

LR 5-1(c) The phrase "filed in hard copy" substituted for "conventionally filed."

LR 5-1(d)-(g) Relocated from LR 100. Practice Tip #2 deleted as redundant with LR 5-1(f)

LR 5-1(i) Removed word "and" and added comma.

LR 5-2(b) Altered text from "shall also be served concurrently on a party" to "must also

Edited Commentary section.

LR 5-3 Changed cross-reference from "LR 11-3" to "Fed. R. Civ. P. 5(d)."

LR 5-5 Deleted former LR 5.5 as redundant with the subsequently enacted Fed. R.

Generally Updated cross-references.